

MINUTES FROM THE BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2026

September 16, 2026

Westhill Gardens
24 Bluefield Drive
Manchester, CT 06040

The Board of Commissioners of the Housing Authority ("Authority") of the Town of Manchester held its regularly scheduled Board Meeting on Wednesday, September 16, 2026. The meeting was held in person with a Zoom option. The meeting was called to order at 6:32 p.m. by Chairperson Josh Howroyd.

I. Meeting Called to Order

Upon roll call, the following members were in attendance: Chairperson Josh Howroyd; Commissioner Lisa O'Neill; Commissioner Timothy Becker; and Tenant Commissioner Eillen Remillard. Vice Chair Paul Rubin arrived at 6:54 p.m.

Also in attendance were Executive Director Joseph D'Ascoli, Karen Abraitis, and Attorney Michael Wrona, who attended via Zoom.

II. Adoption of Minutes

A motion was made by Commissioner Becker and seconded by Commissioner O'Neill to approve the minutes of the regularly scheduled Board Meeting of July 22, 2026. The motion passed 4-0.

A motion was made by Commissioner O'Neill and seconded by Commissioner Remillard to approve the minutes of the Special Board Meeting of August 28, 2026. The motion passed 4-0.

Chairman Howroyd called for a motion to amend the order of the agenda to take up Executive Session at that time. Commissioner Becker so moved. Commissioner O'Neill seconded the motion. The motion passed 4-0.

Chairman Howroyd called for a motion to move into Executive Session to discuss the pending litigation involving Eversource with Attorney Wrona of Marshall Dennehey. Commissioner Becker so moved. Commissioner O'Neill seconded the motion. The motion passed 4-0.

Chairman Howroyd called for a motion to leave Executive Session at 7:07 p.m. Commissioner Becker so moved. Commissioner O'Neill seconded the motion. The motion passed 4-0. No votes were taken during Executive Session.

Chairman Howroyd called for a motion to authorize the Executive Director to sign a settlement agreement with Eversource consistent with the terms discussed in Executive Session. Ms. O'Neill so moved. Mr. Rubin seconded the motion. The motion passed 5-0.

III. Correspondence – None

IV. Accounts Payable – July & August 2026 Payment Summary & Detail Report

Mr. D'Ascoli provided a summary report, along with a detailed report of all payments issued during the calendar month of July & August 2026. There were no questions from the Board of Commissioners.

V. Executive Report

A. Financial Statements – July & August 2026

Mr. D'Ascoli introduced Mr. Robert Counihan, the Authority's financial accountant. Mr. Counihan reported that the public housing program was eleven months into its fiscal year. AMP I and AMP II had been combined for the final portion of the RAD conversion, resulting in an increase of approximately \$116,000. The RAD program was eight months into its fiscal year. The Congregate program was two months into its fiscal year and showed a two-month operating profit following an increase in tenant rents. The program was projected to show an annual loss of approximately \$10,000 to \$11,000 because of the replacement of the security and sprinkler systems.

Mr. Counihan reported that the Central Office Cost Center showed a gain and generated income for MHA. He also reported that the Housing Choice Voucher program's financial performance had stabilized for the year.

Mr. Counihan reported that SERT showed a profit of approximately \$180,000. Spencer Village also showed a profit because previously vacant units had been leased. Overall, income and expenses increased by approximately \$700,000 during the year.

B. Vacancy Reports July & August 2026

Mr. D'Ascoli reported that MHA's rent collection rate was 93%, with approximately \$12,000 in uncollected rent. He noted that the Authority was pursuing an eviction involving a tenant at Mayfair Gardens. The Congregate program was fully occupied, and Westhill Gardens was 98% occupied. Overall, he reported that MHA's occupancy and rent collection remained stable.

C. General Information

1. August NAHRO – Advocacy letters to Legislators (5-week period)

Week 1 – Preserve and Protect Vouchers

Week 2 – Affordable Housing Preservation – Public Housing and Project based Rental Assistance

Week 3 – Housing & Community Development

Week 4 – Bring Housing Home

Week 5 – Reduce homelessness.

2. Spencer Village Newsletter – August & September issue

Mr. D'Ascoli reported that Robin Perez was the new property manager for Spencer Village and had kept residents engaged and informed about activities and important unit-related information.

3. New Hires

Mr. D'Ascoli reported that the Authority had hired three new employees: Johannie Diaz for the John D'Amelia program, Dorilee Robinson as receptionist, and Leah Brouillard as Director of Finance and Accounting. Ms. Brouillard will work with Robert Counihan and Cheryl Stout.

Mr. D'Ascoli also reported that he planned to hire two additional maintenance employees and one additional employee for the John D'Amelia program.

VI. Chairman's Report –

Mr. Howroyd reported that he and Executive Director D'Ascoli had scheduled a meeting with the Town's Public Works Department regarding snow plowing for the Spruce Street extension.

VII. Old Business - None

VIII. New Business –

1. Resolution 2026-15 Revised 2026 Public Housing ACOP

Chairman Howroyd called for a motion to approve Resolution 2026-15, Revised 2026 Public Housing Admissions and Continued Occupancy Policy. Ms. O'Neill so moved. Ms. Remillard seconded the motion. The motion passed 5-0.

2. Resolution 2026-16, Revised 2026 Section 8 Housing Choice Voucher Program Administrative Plan

Chairman Howroyd called for a motion to approve Resolution 2026-16, Revised 2026 Section 8 Housing Choice Voucher Program Administrative Plan. Ms. O'Neill so moved. Mr. Becker seconded the motion. The motion passed 5-0.

3. Resolution 2026-17 Section 8 HCV NSPIRE Inspection Services Contract

Chairman Howroyd called for a motion to approve Resolution 2026-17, Section 8 HCV NSPIRE Inspection Services Contract. Ms. O'Neill so moved. Mr. Rubin seconded the motion. Mr. D'Ascoli reported that the Authority issued a request for proposals for inspection services and received one response from the five firms solicited. He stated that the proposed contractor is located in Florida, offered competitive pricing, and was recommended by several housing authorities. Chairman Howroyd called the motion. The motion passed 5-0.

4. Resolution 2026-18, Authorization to Award Contract to GCS Related to RAD Conversion

Mr. D'Ascoli reported that the Authority received six responses to the request for proposals and recommended awarding the contract to LaRosa Building Group. Chairman Howroyd called for a motion to approve Resolution 2026-18, Authorization to Award Contract to GCS Related to RAD Conversion. Ms. O'Neill so moved. Mr. Rubin seconded the motion. The motion passed 5-0.

5. Resolution 2026-19 Cost of Living Increase

Mr. D'Ascoli explained that, after careful review, he was asking the Board to approve a 3% across-the-board increase for all employees. Chairman Howroyd called for a motion to approve Resolution 2026-19, Cost of Living Increase. Mr. Becker so moved. Ms. O'Neill seconded the motion. The motion passed 5-0.

6. Resolution 2026-20, Small Area Fair Market Rents for the Public Housing Flat Rent Schedule and Housing Choice Voucher Payment Standards

Chairman Howroyd called for a motion to approve Resolution 2026-20, Small Area Fair Market Rents for the Public Housing Flat Rent Schedule and Housing Choice Voucher Payment Standards.

Ms. O'Neill so moved. Ms. Remillard seconded the motion. The motion passed 5-0.

7. Resolution 2026-21, Proposed Annual Operating Budget, October 1, 2026–September 30, 2027

Mr. Counihan explained to the Board that the budget change was due to the RAD conversion and increased actual expenses. He noted that RAD Phase III was expected to occur in October 2026. Chairman Howroyd called for a motion to approve Resolution 2026-21, Proposed Annual Operating Budget, October 1, 2026–September 30, 2027. Ms. Remillard seconded the motion. The motion passed 5-0.

8. Resolution 2026-22 Write-Offs

Mr. D'Ascoli reported that MHA had approximately \$26,000 in uncollected rent, a portion of which was associated with a tenant who had been delinquent for several months before a fire occurred in the building. Chairman Howroyd called for a motion to approve Resolution 2026-22, Write-Offs. Ms. O'Neill so moved. Ms. Remillard seconded the motion. The motion passed 5-0.

IX. Items for Future Agenda –

Chairman Howroyd asked Board members to submit proposed future agenda items to him or to Mr. D'Ascoli.

X. Executive Session – See above

The Board discussed pending litigation involving Eversource with Attorney Michael Wrona of Marshall Dennehey during the Executive Session recorded above.

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XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Mr. Rubin seconded the motion. The motion passed 5-0, and the meeting adjourned at 8:16 p.m.

Respectfully Submitted


Joseph D'Ascoli, Recording Secretary

Attest:  10/21/2026
Josh Howroyd, Chairman